

Clerk, U. S. District Court
Western District of Texas
Hemisfair Plaza
655 E. Durango Blvd.
San Antonio, TX 78206-1198

January 31, 2002

John Doe, Jr.
Doe, White & Jones
191 Commerce Street
Suite 901
San Antonio, TX 78296-1133

Dear Federal Bar Member:

By unanimous vote, the U.S. District Judges for the Western District of Texas adopted an attorney admissions renewal procedure for this Court which requires the payment of a **twenty-five dollar (\$25.00)** renewal fee every three (3) years. While implementing this new requirement, we will also be updating our attorney admission rolls for the district.

All attorneys admitted to practice in the Western District of Texas are now required to renew their membership in this bar every three years, the first three-year cycle commencing **January 1, 2002**. The next three-year cycle will begin January 1, 2005, at which time another renewal fee of \$25.00 will be due. ***All attorneys admitted to practice in this Court on or before June 30, 2001***, unless exempt from the admissions requirements of our local rules, must pay the renewal fee to maintain their status as an active attorney in the Western District of Texas. If you were admitted to this Court **after June 30, 2001**, the payment of the attorney renewal fee is **waived** for this cycle. Additionally, if you are a full-time judicial officer, or if you are a full-time attorney with any federal, state, or other governmental entity, you are not subject to payment of the renewal fee. If you are exempt, please check mark the pertinent section on the **Attorney Renewal Form** and indicate the reason for your exemption. All renewal fees must be received no later than **April 30, 2002**. If your renewal payment is not received by that date, you will no longer be admitted to this Court and you will need to be readmitted in order to practice in the Western District of Texas. In other words, those attorneys who fail to pay the \$25.00 renewal fee by April 30, 2002 will be removed from our attorney admissions rolls. You must then re-apply for admission, which requires the completion of the requisite application, submission of letters of reference, and payment of the standard admissions fee of \$70.00. [See: Rule AT-1, Admission and Discipline of Attorneys, *United States District Court Local Rules, Western District of Texas*.]

To maintain your active attorney status by complying with these newly adopted requirements, you may simply mail in your payment. To ensure an expeditious accounting and processing, it is extremely important that you include along with your payment the **Attorney Renewal Form**, which is incorporated into this notice. Simply mail both your payment and form to us at the address listed on **Attorney Renewal Form** and as set out below:

Clerk, Texas/Western
ATTN: Attorney Admissions - RENEWAL
P.O. Box 530288
Atlanta, GA 30353-0288

Note: It is entirely permissible for a law firm to mail one check as payment of the renewal fee for several attorneys in the law firm. However, a separate **Attorney Renewal Form** MUST be included for each attorney whose renewal fee is being paid!

PLEASE USE ONLY THE ADDRESS PRINTED ON THE ATTORNEY RENEWAL FORM WHEN MAILING YOUR PAYMENT. DO NOT MAIL PAYMENTS DIRECTLY TO ANY OF THE DIVISIONAL OFFICES IN THE DISTRICT AS THIS WILL ONLY DELAY PROCESSING OF YOUR PAYMENT.

Additionally, we are requesting that you advise us of any change of name or address. Please indicate any name or address changes by checking the Address Change box on the front of the Attorney Renewal Form and legibly printing the updated name and address information on the back of the form.

We very much appreciate your cooperation and assistance in this burdensome project. If you have any questions or concerns, please do not hesitate to contact any of our Divisional Office Managers throughout our seven divisions. You may also call our attorney admissions clerk in San Antonio, Nancy Hermer, at (210) 472-6550, Ext. 222.

Sincerely,

WILLIAM G. PUTNICKI
U.S. District Clerk